

From: Witt, Cheryl
Sent: Thursday, September 08, 2005 7:36 AM
To: Anderson, Mary (WCC)
Subject: FW: Commission Training



Mary: the CC Meeting, here's the electronic version of the So Douglas email and I am attaching Mark's letter.
Mark Letter.doc
SDCD2.doc (35 K...

Proudly serving Washington State Conservation Districts

Cheryl Witt, Grants Program Manager
Conservation Commission
website: <http://www.scc.wa.gov>
email: cwit461@ecy.wa.gov
phone: 360/407-6205

-----Original Message-----

From: Witt, Cheryl
Sent: Tuesday, September 06, 2005 12:06 PM
To: 'rockjman@nwi.net'
Subject: FW: Commission Training

Jeff, Richard and Carol:

As a follow-up to Mark Clark's August 25, 2005 letter (see attachment), it is my understanding that a training/meeting date of September 12th from 8:30 am to 4:00 pm at your district office has been set up, and that you all will be attending. Additional board supervisors are welcome and encouraged to attend. Butch Ogden, Kristy McGuill and I will be attending from the Conservation Commission.

Generally, we will be talking about Commission and state policy and procedures regarding time sheets, travel vouchers, cost share, frequency of invoicing, and any other topic that comes up or for which you have questions. This type of one-on-one training has proven very successful for districts and the Commission in the past. It has decreased the number of invoice voucher errors and improved voucher processing time for both the district and Commission staff; which all translates into speedy reimbursements back to the district and a better cash flow. Additionally, it has worked to iron out misunderstandings and strengthen communications so that we can all get on with the important work of "getting conservation on the ground".

Thank you,and looking forward to seeing you all!

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STATE OF WASHINGTON
CONSERVATION COMMISSION

PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

August 25, 2005

Terry Besel, Chair
South Douglas Conservation District
P O Box 246
Waterville, WA 98858-0246

Dear Terry,

It has been brought to my attention that your district has submitted a final grant voucher for grant #04-23-IM-01 that contains significant problems. Besides having questions on some items and other smaller errors, my main concern has to do with cost share contracts submitted as backup to the voucher. Of the 47 cost share agreements submitted for reimbursement, 39 have enough policy and procedure-related issues that we are currently denying them for reimbursement until the issues raised in Kristy's memo are resolved. A total of \$12,949.23 will be removed from this voucher. It is worthy to note that since January 2005, a total of \$17,269.23 cost share-related expenses have been denied reimbursement under this grant.

Accountability for public funds is a fundamental responsibility of the district. The number of disallowed cost share agreements and large amount of denied reimbursement requests indicate a lack of knowledge and understanding of Commission Grants Administrative Procedures; especially those related to cost share.

In order to ensure your success and increase your capacity for administering Commission grants, I am authorizing the suspension of all reimbursements under your new grant contract #06-23-IM-01 until district staff and/or supervisors have received one-on-one training from Commission grant staff. I am concerned that what your staff believes to be adequate in completing state laws is different in many areas from what our procedure manual and staff must follow. The training needs to take place as-soon-as-possible to ensure that your district will be able to voucher the new grant according to the frequency indicated by Commission policy. It is my understanding the district is already working with Butch Ogden to schedule the training.

Please be aware that all other issues listed on the memo from Kristine McGuill, dated August 15, 2005, will need to be cleared up by August 31st, 2005. After receiving the additional materials, we will re-evaluate your grant voucher to determine if there is any other questions and/or items that must be removed/denied reimbursement.

If you have any questions, please feel free to contact me (360-407-6201), Cheryl Witt or Kristine McGuill.

Sincerely,

Mark Clark
Executive Director
Washington State Conservation Commission

Cc: Jeff Rock, South Douglas CD, Larry Auvil, South Douglas CD, Neil Irmer, South Douglas CD Richard Zones, South Douglas CD, Butch Ogden, WSCC